

<b>Meeting Title</b>	Special MTAC MicroStrategy Reporting Subgroup Meeting		
<b>Date</b>	10/8/2014	<b>Time</b>	12:00 PM
<b>Location</b>	Webex		

<b>Attendee</b>	<b>Attendee</b>	<b>Attendee</b>	<b>Attendee</b>
David Rhiel	Susan Pinter	John Whittington	Chip Brown
Arlene Zisow	Denise Revell	Joe Cullen	Pete Aresenault
Randy Randall	Steve Krejcik	Joseph Radgowski	Peter Furka
Lynda Hurley	Linda Gustason	Heather Dyer	Brad Lammers
Cindy Carpenter	Mark Kolb	Garrett Hoyt	David Horton
Tad Wolfe	Monica Lundquist	Sherri	Michael Filipski
Neil Dean	Angelo	Scot Sherman	Jennifer Howard
Annett Rekowski	Nancy Garrison	Warren Bordeaux	Leanne
Parth Shah	Robert Dorre	Christine Simone	Ed Doughrty
Richard	Bob Rosser	Jackie Engelman	Beth Bigelow
Holly Kozlencer	Tom Glassman	Lina Kelly	Sherry
Carlos Cruz	Ty Inman	Dave Meyers	
SEB	Kelly Lorchick	Anna Klein	

<b>Purpose of Meeting</b>	To discuss the Reporting content and to fix and regain confidence in the Microstrategy reports.
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## Meeting Minutes

- Mailing date Error (Steve Krejcik)
  - The system overrides the mailing date
  - The clerks have to manually change the mailing date if a mailing is submitted after midnight
  - The clerks are inconsistent on entering the mailing date
  - **Action Item:** make sure clerks are finalizing postage statements consistently
  - The date should be the date of the mailing (mailer provided mailing date)
- elnduction non-SV error (Michael Patterson)
  - IT needs additional barcodes
  - **Action Item:** USPS needs to contact Michael Patterson for more details
  - According to Bob Rosser this is all over the scorecard
    - More of a reporting error
  - **Action Item:** Bob Rosser will provide the Job ID an job with this error
- Undocumented Trend Chart error (Tom Glassman)
  - Tom Glassman believes this has been resolved
  - USPS will mark this issue as closed
- Undocumented Scorecard Errors (Tom Glassman)
  - Other than errors in Handling Units, undocumented errors have gone away

- USPS will mark this error as closed
  - Handling Units is another error and will be addressed later
- Mail Owner Report in PostalOne! (Rose Flanagan)
  - Rose Flanagan is not attending
  - **Action Item:** USPS will follow-up with Rose later
- Book Ending Logic (Mark Kolb)
  - Mark Kolb is currently running tests on the Book Ending logic
  - Customer is seeing major fluctuations in their undocumented pieces in the same day
  - Customer is not seeing a stabilizing effect and lacks confidence in the validity of the data
  - Numbers change multiple times in a day
    - This is an expected outcome
  - The only reason the number of undocumented count goes down is when a piece of eDoc mail gets processed late and is recast
  - Customer wants to know at point in a month can he look at the undocumented data and know his total documented count for the previous month
  - Could this be a result of book endings being reassigned to other people?
    - No, they should only be associated with a single mailer
  - **Action Item:** USPS will look further into this issue
  - The bookending report is experience performance issues that is preventing data from being loaded in the database but will be corrected in the October Patch
    - This impacts the MicroStrategy Detailed Undocumented Bookend Reports only
- No Data in the Detailed Reports Error (Linda Gustason)
  - Linda Gustason confirmed that this issue is resolved
  - Recommend changing wording (missed)
  - Mailer recommends that the changing detailed error selection wording to, “selecting none will include errors and warnings”
  - Mailer recommends altering the display to distinguish between errors and warnings
- Full service details vs. scorecard error (Linda Gustason)
  - Linda Gustason confirmed that this issue is resolved
- Scorecard/sub-report discrepancy error (Rose Flanagan)
  - Rose Flanagan is not attending
  - **Action Item:** USPS will follow-up with Rose later
- Non-full service negative piece count error (Steve Krejcik)
  - Known issue, part of Defect #4527
- By/For Detailed Error Reports (Holly Kozlencer)
  - No data is returned for several By/For issues in the detailed reports
  - This happens with both September and October data
  - There are multiple mailers experiencing “no data” for a variety of errors
  - ALM #4539 should resolved this issue and is scheduled for implementation on 10/9
  - **Action Item:** Mailers should inform the USPS if they are still experiencing this issue after 10/13
  - There is a number detailed data load issues across all of the error codes where the import process is intermittingly failing

- Linda Gustason has been experiencing this issue since January
  - There is a long term fix for this issue scheduled for the November Release
- Bookend Detailed Performance Error (Mark Kolb)
  - Known issue
  - The ALM ID is 5209
  - Scheduled for fix Thursday, 10/9
- Handling Unit Processing Errors (Dave Horton)
  - This applies to error codes 7506 and 7508
  - The error description says that “the handling unit was scanned before the container was scanned”
  - **Action Item:** The USPS will come back to group and review error codes 7506 and 7508 and their logic
  - Multiple mailers are experiencing handling unit discrepancies
  - **Action Item:** Bob Rosser and Tom Glassman will provide further details for this issue
- Browser Compatibility Issue with IE8 (Randy Randall)
  - The columns do not match up on the rows in the report making the report difficult to read
- Electronic Verification Move Update Errors (John Whittington)
  - Data provided to John from the USPS
  - John is analyzing data for further action and validation
- Move Update Detailed Report Error (John Whittington)
  - Screenshots provided to the USPS by the mailer on 10/3
  - What’s on the front page doesn’t match what
  - **Action Item:** The USPS will investigate further based on the screenshots provided
- Previous Month Report Error (John Whittington)
  - **Action Item:** This issue will require further investigation by the USPS
- New issue from Tom Glassman
  - Mailer cannot auto-finalize mailings when clerk manually adjusts the mailing date
  - Beth does not think this issue belongs on this list
- Review of Garrett’s Scorecard
  - Breaks down the issues and assigned them to a tab in the scorecard
  - Identifies the metrics impacted within that tab of the scorecard
  - Column Description
    - Column A – mailer scorecard tab
    - Column B – impacted metric
    - Column C – gives scenario when the metric is impacted by an issue
    - Column D – the impact of the issue
    - Column F – planned fix date
    - Column E –if the errors displayed on the Mailer Scorecard
    - Column G – ALM Id #
  - **Action Item:** Sub-group to provide feedback on scorecard on Friday, 10/10

## Questions Still Outstanding

#	Question
1	None
2	
3	

## Action Items

#	Accountable Person	Action Item	Date
1	Garrett Hoyt	make sure clerks are finalizing postage statements consistently	10/31/2014
2	Arlene Zisow	Contact Michael Patterson for more details on the non-SV error	10/10/2014
3	Bob Rosser	Provide the Job ID to the USPS the experienced the non-SV error	10/9/2014
4	Arlene Zisow	Follow-up with Rose Flanagan on her Mail Owner Report Issue	10/10/2014
5	Beth Bigelow	Conduct further research for the Book Ending Logic Issue	10/17/2014
6	Arlene Zisow	Follow-up with Rose Flanagan on her Scorecard/sub-report discrepancy error	10/10/2014
7	Sub-group Members	Mailers should inform the USPS if they are still experiencing By/For Detailed Errors after 10/13	10/17/2014
8	Beth Bigelow	Review the logic behind error codes 7506 and 7508	10/10/2014
9	Bob Rosser	Provide further details on his Handling Unit Processing Errors	10/10/2014
10	Tom Glassman	Provide further details on his Handling Unit Processing Errors	10/10/2014
11	Parth Shah	Further investigate John Whittington's issue with previous months' missing their data	10/17/2014
12	Sub-group Members	Provide feedback on Garrett's Scorecard Spreadsheet	10/10/2014